

DERBYSHIRE HEALTHCARE NHS FOUNDATION TRUST

MINUTES OF A MEETING OF THE BOARD OF DIRECTORS

Held in the Boardroom, Trust Headquarters, Bramble House, Kingsway, Derby, DE22 3LZ

On Wednesday, 23rd February 2011

MEETING HELD IN PUBLIC

Opened: 2.00 pm Closed: 2.55 pm

<u>PRESENT:</u>	Alan Baines	Chairman
	Kathryn Blackshaw	Deputy Chief Executive/Executive Director of Business Strategy
	Graham Foster	Non-Executive Director
	Paul Lumsdon	Executive Director of Nursing and Quality
	Ifti Majid	Executive Director of Operations
	Mick Martin	Non-Executive Director
	Mike Shewan	Chief Executive
	Tony Smith	Non-Executive Director
	John Sykes	Executive Medical Director
	Maura Teager	Non-Executive Director
	Tim Woods	Executive Director of Finance
	Graham Gillham	Director of Corporate and Legal Affairs
<u>IN ATTENDANCE</u>	Alison Baker	Executive Business Assistant (Minute Taker)
	Hayley Darn	Infection Control Nurse
	Mandeep Dulku	Graduate Management Finance Trainee
	One member of the public	
<u>APOLOGIES:</u>	Helen Issitt	Director of Workforce & Organisational Development
	Lesley Thompson	Non-Executive Director

DHCFT 2011/01	<u>OPENING REMARKS</u> The Chairman welcomed those present to the first meeting of the FT Board of Directors following authorisation. There were no declarations of interest to be noted.
DHCFT 2011/02	<u>MINUTES OF THE MEETING OF DERBYSHIRE MENTAL HEALTH SERVICES NHS TRUST, HELD ON 26TH JANUARY 2011</u> The minutes from the meeting of Derbyshire Mental Health Services NHS Trust, held on 26 th January 2011, were approved with one amendment. <u><i>DMHT 2011/05 Meeting of Corporate Trustees – Adoption of Charitable Funds 2009/10 Annual Accounts</i></u> Final bullet to read “To give further consideration on the arrangements for the future. ” The Board agreed that a separate meeting would take place during the Board Development Session on 16 th March 2011 between Graham Foster, Graham Gillham, and Tim Woods, to discuss the available options.
DHCFT 2011/03	<u>MATTERS ARISING – ACTIONS MATRIX</u> <u><i>2010/125 Care Quality Commission Benchmarking Report 2009/10</i></u> In the absence of Helen Issitt, the action was carried forward to the next meeting.

	<p><u>2011/11 Integrated Performance Report</u> Paul Lumsdon advised further work was required to look at the values exchange and 'real time' experience and a meeting would be scheduled in order to gain input from Lesley Thompson.</p>
<p>DHCFT 2011/04</p>	<p><u>GOVERNANCE – GRAHAM GILLHAM</u></p> <p>Graham Gillham presented to the Board of Directors a number of formalities arising from the authorisation of the Trust as a Foundation Trust by Monitor from 1st February 2011.</p> <p>The Council of Governors, at its inaugural meeting on 9th February 2011, had formally ratified the appointment of the initial Chairman and Non-Executive Directors of the Board for the unexpired period of their respective terms of office. A Remuneration Committee (Chairman and Non-Executive Directors) had been established. The appointment of the Chief Executive was formally noted, together with the appointment of the auditor, which was extended to the close of the period 2011/2012.</p> <p>After noting the completion of Governors' business, the Board of Directors approved the appointment of the other initial Executive Directors and other business (as stipulated below).</p> <p>With regard to the Register of Director Interests, the following amendments were noted:-</p> <ol style="list-style-type: none"> 1) Mick Martin asked for his designation to be changed to "Director of Quality Service Integrity" from November 2010. 2) Maura Teager said that her interest of "Interim Assistant Director with NHS Derby City" ceased at May 2010. 3) The Chairman confirmed, from January 2011, he had been appointed as the Chairman of Audit Committee, Changing Faces Charity. <p>These amendments would be incorporated into the Register of Director Interests.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the business transacted by the Council of Governors on 9th February 2011, including the Registers of Governors and Governors' Interests. ➤ To approve the appointment of the initial Executive Directors. ➤ To approve the appointment of the auditor, which was extended to the close of the period 2011/12. ➤ To acknowledge and note the terms of authorisation, the Constitution and accompanying schedules. ➤ To adopt the standing orders of the Board of Directors as contained at annex 7, Constitution. ➤ To adopt the standing financial instructions and scheme of delegation of the former NHS Trust, until such time as they are reviewed by the Foundation Trust. ➤ To agree and approve the Register of Directors' Interests as at the close of Derbyshire Mental Health Services NHS Trust at 31st January 2011; and to note any subsequent amendments to the register pertaining to the Foundation Trust's part year accounting period (Feb/March 2011).
<p>DHCFT 2011/05</p>	<p><u>QUALITY OVERVIEW AND UPDATE – MICK MARTIN</u></p> <p>Mick Martin concentrated on the following areas during his quality update:</p> <ul style="list-style-type: none"> ➤ Efficiency drive – nil risk to service quality but need to ensure the data metrics are visible from an audit perspective. ➤ Care pathways – to continue to explore ways to demonstrate evidence of improvements in patient experience. ➤ Service Quality – regulatory changes from Care Quality Commission.

	<ul style="list-style-type: none"> ➤ Terminology and language used to describe plans and objectives – being mindful of audience (content of Board papers and minutes to be considered). ➤ Electronic Patient Record – pilot outlined and commencement date of April 2012 noted.
DHCFT 2011/06	<p><u>INTEGRATED PERFORMANCE REPORT (MONTH 9) – PAUL LUMSDON/TIM WOODS</u></p> <p>Paul Lumsdon presented the data to end December 2010 and confirmed the intention to present ‘live’ data at future meetings. The key achievements and areas of risk were noted and the Board were assured that the slight increase in DNA levels was a result of adverse weather conditions. Paul Lumsdon agreed to amend the status trajectory arrows where required.</p> <p>Ifti Majid explained the reasons for the Trust’s high performance in certain areas, and that the challenging internal targets should provide the Board of Directors with an increased level of assurance, when comparing benchmarked data with other Trusts. As a general comment, Graham Foster requested additional commentary and narrative for future reports to provide a clearer picture on the data presented.</p> <p>Tim Woods presented the financial position and reported the Trust was on trajectory to meet all its key financial duties.</p> <p>The Board of Directors were asked to bring their laptops to the March meeting.</p> <p>RESOLVED:</p> <ul style="list-style-type: none"> ➤ To note the contents of the report and continue to receive updates on a monthly basis. ➤ To adopt a ‘live’ data approach from March onwards.
DHCFT 2011/07	<p><u>RISK MANAGEMENT COMMITTEE RATIFIED MINUTES FROM 9TH DECEMBER 2010 AND 13TH JANUARY 2011, WITH ACTIONS MATRIX – PAUL LUMSDON</u></p> <p>The ratified minutes from the Risk Management Committee, held on 9th December 2010 and 13th January 2011, were received for information.</p>
DHCFT 2011/08	<p><u>QUALITY GOVERNANCE RATIFIED MINUTES FROM 9TH DECEMBER 2010 AND 13TH JANUARY 2011, WITH ACTIONS MATRIX – JOHN SYKES</u></p> <p>The ratified minutes from the Quality Governance Committee, held on 9th December 2010 and 13th January 2011, were received for information.</p>
DHCFT 2011/09	<p><u>AUDIT COMMITTEE RATIFIED MINUTES FROM 11TH OCTOBER 2010 AND 13TH DECEMBER 2010, WITH ACTIONS MATRIX – GRAHAM FOSTER</u></p> <p>The ratified minutes from the Audit Committee, held on 11th October and 9th December 2010, together with 13th January 2011, were received for information.</p> <p>In response to Graham Foster, Paul Lumsdon was pleased to report the Trust had no safety alerts outstanding and the organisation’s record was good.</p>
	<p><i>The Chairman thanked those present and requested, in accordance with the Trust’s Standing Orders, that representatives of the press and members of the public be excluded from the remainder of the meeting having regard to the confidential nature of the business to be transacted, the publicity on which would be prejudicial to the public interest. A five minute adjournment was therefore called.</i></p>

Date and time of next meeting

Date of next scheduled meeting

**Wednesday, 30th March 2011 – in the Dovedale Room, Miraj Hotel & Leisure Club
Ashbourne, Derby Road, Ashbourne, Derbyshire, DE6 1XH**